11	0:		FROM:	(Director)	ate and Office)		
	(	DIT/CSG/IMD					
_				DD			
			•	ANNUA		-	AGE
				PREVIOUS YEAR	CURRENT YEAR		DIFFEREN
1.	OFF	ICE FILES:					
	a.	Case, Subject, Chronos, Etc.		24.631.9	24,119.8	1_	512
	b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	/	43,00			
·	C.	Odd-Size Material: Maps, Charts, Photographs, Etc.		27.0	50.5		
	d.	Other (Describe)		27.0		1	23
7	OTAL	LINEAR FEET OF OFFICE FILES		24,658.9	24,170.3		488
11.		D-SIZE FILES:					
	a.	0x5 Cards	,	1,732.2	1,701.7	1_	30
	b.	5x8 Cards		693.6	672.6	-	21
	C.	Punch Cards		74.1	0	-	74
	d.	Abstracts		79.5	104.8	+	25
	e. f.	Aperture Cards Microfiche		·			
	g.	Other (Describe)		843.3	885.0	<u>+</u>	41
T		LINEAR FEET—CARD-SIZE FILES		2 400 7		<b></b>	
				3,422.7 'I	3,364.1	-	58
			· }		NTITY OF EA		IFFEREN
					COMMENT TEAM		IFFERENCE
II.	MAGI	NETIC RECORDS:					
	а. b.	Computer Tapes		358	473	+	115
	C.	Audio Tapes Video Tapes		4,001	9.873	+	5,872
	d.	Disc Packs		1,565	1,641	<u>.</u>	76
	e.	Word Processing Magnetic Tapes		323	710	+	387
	f	Word Processing Magnetic Cards		45	0		45
	g.	Magnetic Diskettes 51/4"		2.520	2,520		0
	h.	Magnetic Diskettes 8"		1,754	2.681	+	927
	i.	Paper Tapes	<del></del> -	6,377	6,735	+	358
	j.	Other (Describe)					
		RECORDS:	-				
/.	FILM						<del></del>
<i>l</i> .	FILM a.		·	7 006	7 001		125
<i>I</i> .	-	Microfilm—16mm Reels Microfilm—35mm Reels		7,096	7,221	+	
<b>/</b> .	а. [	Microfilm — 16mm Reels		7,096 1,179	7,221 1,319	+	140
<i>I</i> .	a. [ b. ]	Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		1,179	1,319	+	
<b>/</b> .	a. b. c.	Microfilm — 16mm Reels Microfilm — 35mm Reels Microfilm Cassettes			· · · · · · · · · · · · · · · · · · ·		25
	a. b. c. d.	Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		37	1,319	+ +	25
	a. b. c. d. e.	Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		37	1,319	+ +	
	a. b. c. d. e.	Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		37	1,319	+ +	25
	a. b. c. d. e.	Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		37	1,319	+ +	25

FORM 3581 OBSOLETE PREVIOUS 9-85

White copy

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

-	ROUTING	G AND	RECOR	D SHEET				
SUBJECT: (Optional) DO Annual Records Inventory - FY 1987								
FR			EXTENSION	NO.				
Chief/IMS				DATE				
TO: (Officer designation, room number, and	DA	ATE						
building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
Chief/IRMD/OIT	1/15/	88	حر					
DC IRMD	20)an	<b>88</b>	TH	17, 3				
3. 0/ IMB	V .			The form is not sequent				
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15.								

FORM 610 USE PREVIOUS EDITIONS

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**STAT** 

## CONFIDENTIAL

DOJE 88-016 13 JAN 1988

. ,	MEMORANDUM FOR:	Chief, Information Resources Management Division Office of Information Technology, DA
25 <b>X</b> 1	FROM:	
		Chief, Information Management Staff, DO
	SUBJECT:	DO Annual Records Inventory - 1987
	REFERENCE:	Memorandum from C/OIT/IRMD, dated 25 Nov 1987, Same Subject
	of Records Holdi	rewith is the completed copy of Form 3581 (Annual Reportings) submitted in compliance with reference request. Bed to report a continuing decrease in its holdings of es and card size files for a total of 547.2 linear feet.
25 <b>X</b> 1		
	Attachment: As Stated	
•		
25X1		
-		CONFIDENTIAL

	IT FROM	(Directo	rate and Office)		v
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OFFI a.	CE_FILES: Case, Subject, Chronos, Etc.	24,631.9	24,119.8		512.
. b.	Reference Material: Regulations, Manuals, Library	-			
	books, Magazines, Catalogs, Etc.				
<b>C.</b> .	Odd-Size Material: Maps, Charts, Photographs, Etc.	27.0	50.5	+	23.
d,	Other (Describe)	124 650 0	24 170 2		400
OTAL	LINEAR FEET OF OFFICE FILES	24,658.9	24,170.3	_	488.
CAR	D-SIZE FILES:				
a.	3x5 Cards	1,732.2	1,701.7	<b>-</b>	30.
b.	5x8 Cards INCLUDES PHOTO FILES	693.6		<del>  _</del>	21.
C.	Punch Cards	74.1	0	_	74.
d.	Abstracts	79.5	104.8	+	25.
е.	Aperture Cards				
<b>f.</b>	Microfiche	843.3	885.0	+	41.
g.	Other (Describe)			ļ	
OTAL	LINEAR FEET—CARD-SIZE FILES	3,422.7	3,364.1	<u> </u>	<u> 58.</u>
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		<u> </u>	UANTITY OF EAR		IFFERENC
		PREVIOUS YEAR			IFFERENC
MAG	SNETIC RECORDS:	<u> </u>			IFFERENC
MAG a.	SNETIC RECORDS:  Computer Tapes	PREVIOUS YEA	CURRENT YEAR	D	115
		358 4001	473 9873	D	115 5872
a. b. c.	Computer Tapes Audio Tapes & CASSETTES Video Tapes	358 4001 1565	473 9873 1641	D	115 5872 76
a. b. c. d.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs	358 4001 1565 323	473 9873 1641 710	+ +	115 5872 76 387
a. b. c. d. e.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes	358 4001 1565 323 45	473 9873 1641 710	+ + +	115 5872 76 387 45
a. b. c. d. e. f.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards	358 4001 1565 323 45 2520	473 9873 1641 710 0 2520	+ + + +	115 5872 76 387 45 0
a. b. c. d. e. f.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"	358 4001 1565 323 45 2520 1754	473 9873 1641 710 0 2520 2681	+ + + + +	115 5872 76 387 45 0
a. b. c. d. e. f. g. h.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"	358 4001 1565 323 45 2520	473 9873 1641 710 0 2520	+ + + +	115 5872 76 387 45 0
a. b. c. d. e. f.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes	358 4001 1565 323 45 2520 1754	473 9873 1641 710 0 2520 2681	+ + + + +	115 5872 76 387 45 0
a. b. c. d. e. f. g. h.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"	358 4001 1565 323 45 2520 1754	473 9873 1641 710 0 2520 2681	+ + + + +	115 5872 76 387 45 0
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)	358 4001 1565 323 45 2520 1754	473 9873 1641 710 0 2520 2681	+ + + + +	115 5872 76 387 45 0
a. b. c. d. e. f. g. h. i.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes	358 4001 1565 323 45 2520 1754	473 9873 1641 710 0 2520 2681	+ + + + +	115 5872 76 387 45 0
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)	358 4001 1565 323 45 2520 1754 6377	473 9873 1641 710 0 2520 2681 6735	+ + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735	+ + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j. FILN a. b.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  M RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735  7221 1319 62	+ + + + + + + + +	5872 76 387 45 0 927 358 125 140
a. b. c. d. e. f. g. h. i. j. FILN a. b. c.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735	+ + + + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j. FILN a. b. c. d. e.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe) SLIDES	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735  7221 1319 62	+ + + + + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j. FILN a. b. c. d.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe) SLIDES	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735  7221 1319 62	+ + + + + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j. FILN a. b. c. d. e.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe) SLIDES	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735  7221 1319 62	+ + + + + + + + +	115 5872 76 387 45 0 927 358
a. b. c. d. e. f. g. h. i. j. FILN a. b. c. d. e.	Computer Tapes Audio Tapes & CASSETTES Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)  MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe) SLIDES	358 4001 1565 323 45 2520 1754 6377	R CURRENT YEAR  473 9873 1641 710 0 2520 2681 6735  7221 1319 62	+ + + + + + + + +	115 5872 76 387 45 0 927 358

FORM 3581 OBSOLETE PREVIOUS EDITIONS

OIT 0902-87

25 November 1987

MEMORANDUM FOR: Information Management Officer, DCI Area Information Management Officer, DA Information Management Officer, DI Information Management Officer, DO Information Management Officer, DS&T

FROM:

Chief, Information Resources Management Division, OIT

SUBJECT:

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Annual Records Inventory - FY 1987

- 1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1987. We have included the volume figures reported in FY 1986 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD, by 15 January 1988.
- 2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.
- 3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to on Additional blank forms are available in IMB,

Attachments:
As stated

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